

# BEN ROBERTSON COMMUNITY CENTER - FACILITY RENTAL AGREEMENT

2753 Watts Drive, Kennesaw, Georgia 30144 • 770-422-9714 • 678-460-3373 fax • [www.kennesaw-ga.gov/pkrec](http://www.kennesaw-ga.gov/pkrec)



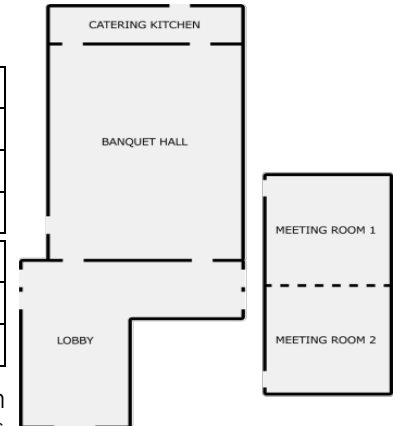
Conveniently located 25 minutes north of Atlanta, near I-75 and Cobb Parkway/US-41, the Ben Robertson Community Center is the perfect destination for your next event. The 26,000 sq. ft. Ben Robertson Community Center has 10 rooms, three of which are available for rental. Interior accommodations include a 1,687 sq. ft. pre-function lobby area, a 3,952 sq. ft. banquet hall complete with catering kitchen, and two 840 sq. ft. meeting rooms that can be joined to form a large meeting room. There is ample parking, and the entrance features a porte-cochere with interior vestibule to provide shelter for arriving guests. Nearby attractions include the Southern Museum of Civil War and Locomotive History (a member of the prestigious Smithsonian Affiliations Program), Kennesaw Mountain National Battlefield Park and Town Center Mall. There are over a dozen lodging options within a two mile radius, and whether you prefer casual or elegant dining, endless choices of restaurants and eateries are within a short drive.

## Available Facilities

		Sq. Ft.	L x W x H	Capacity			
				Banquet	Theater	Classroom	Reception
Rooms	Banquet Hall	3,952	73' x 54' x 12'	200	250	225	264
	Large Meeting Room*	1,680	35' x 48' x 10'	80	84	84	84
	Small Meeting Room 1	840	35' x 24' x 10'	-	42	42	42
	Small Meeting Room 2	840	35' x 24' x 10'	-	42	42	42

## Facility Rental Fees

		Security Deposit	Kennesaw City Resident		Commercial	Kennesaw Non-Profit
			City Resident	Non-Resident		
Rooms	Banquet Hall	\$150.00	\$100.00/hr	\$200.00/hr	\$200.00/hr	\$75.00/hr
	Large Meeting Room*	\$50.00	\$35.00/hr	\$70.00/hr	\$100.00/hr	\$35.00/hr
	Small Meeting Room 1	\$50.00	\$17.50/hr	\$35.00/hr	\$35.00/hr	\$17.50/hr
	Small Meeting Room 2	\$50.00	\$17.50/hr	\$35.00/hr	\$35.00/hr	\$17.50/hr
Extras	Dance Floor Setup	N/A	\$100.00	\$100.00	\$100.00	\$100.00
	Full Stage Setup w/Black Curtain	N/A	\$125.00	\$125.00	\$125.00	\$125.00
	DJ Platform (8'x16' or 12'x16')	N/A	\$50.00	\$50.00	\$50.00	\$50.00



Receive one (1) additional hour free with paid rental of four (4) or more hours. Rentals require a two (2) hour minimum Monday through Saturday; and a four (4) hour minimum on Sunday. Facilities are available in one (1) hour increments.

\*Small Meeting Rooms 1 & 2 combine to form Large Meeting Room.

## Rental Application

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tel (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Applicant Type: ☐ Kennesaw City Resident ☐ Non-Resident ☐ Commercial ☐ Kennesaw Non-Profit

Facilities Requested: ☐ Banquet Hall ☐ Large Meeting Room ☐ Small Meeting Room 1 ☐ Small Meeting Room 2

Extras Requested: ☐ Dance Floor ☐ Full Stage Setup ☐ DJ Platform: 12 x16' or 8'x16' (circle one)

☐ Podium/Lectern ☐ TV/VCR/DVD ☐ Projector Screen (based on availability)

Purpose of Event (be specific): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Configuration: **[ Attach a Floor Plan ]** ☐ Banquet Style ☐ Theater ☐ Classroom ☐ Reception ☐ Other \_\_\_\_\_

Alcohol Present? ☐ Yes (see reverse side for information) If Yes, what time will your guests begin arriving (required) \_\_\_\_\_ ☐ No

Food/Beverage Present? ☐ Yes ☐ No Caterer Present? ☐ Yes ☐ No

## Payment Information (checks payable to "City of Kennesaw")

Security Deposit: \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_ Visa/MasterCard/Amex # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Rental Fees: \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_ Visa/MasterCard/Amex # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

FOR OFFICE USE ONLY: Approved by \_\_\_\_\_ Date: \_\_\_\_\_ (Revised 3/23/12)

## Rental Policy Information

**Facility Usage:** Facilities may not be reserved more than one (1) year in advance. No facilities may be used for fundraising purposes without prior approval from the Parks & Recreation Director. Commercial solicitation and transactions are prohibited. Requests for periodic, regularly recurring use of facilities must be approved by the Parks & Recreation Director. When facilities are not in use for scheduled activities and are available to the public for rent, then use of facilities is available on a first come, first serve basis.

**Hours:** Facilities may be rented Monday through Thursday from 8:00 a.m. to 10:00 p.m., Friday & Saturday from 8:00 a.m. to 11:00 p.m. (or 12:00 a.m. with prior approval from the Parks & Recreation Director; facility rental fees after 11:00 p.m. will be doubled), or Sunday from 1:00 p.m. to 6:00 p.m. Small Meeting Rooms may not be rented on Sunday. Please allow appropriate time for setup before the event and clean up after the event.

**Rental Agreement:** To reserve a facility, a Facility Rental Agreement must be completed, signed and returned to the Parks & Recreation Department. Facility Rental Agreements are available at the Ben Robertson Community Center and on the City web site at [www.kennesaw-ga.gov/pkrec](http://www.kennesaw-ga.gov/pkrec).

**Rental Fees:** All rental fees and a refundable security deposit are due at time of application. Applicant and guests may be subject to eviction, loss of security deposit and additional rental fees up to twice the rental rate if event exceeds Rental End Time. Applicant may also lose facility use privileges.

**Security Deposit:** All rental applicants must pay a security deposit. The deposit is refundable if, and only when, the facility is left clean and there is no damage to furnishings or equipment. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. Damages could lead to losing facility use privileges. The decision of whether the deposit shall be refunded is solely up to the Parks & Recreation Department and will not be refunded until the facility has been inspected by City personnel.

**Cleaning:** The facility must be cleaned, all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc., and depositing trash in the dumpster behind the building (Banquet Hall only). All table tops, chairs, counter tops, and any appliances used must be wiped clean. Rental applicant is not required to sweep or mop, but may be asked to spot clean. If it becomes necessary for City personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the Parks & Recreation Department.

**Reservation Status:** A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by City personnel. Rental applicants may not advertise any event until this time.

**Cancellation Policy:** There will be a cancellation fee of \$25.00 if facility rented and reserved is not cancelled at least 15 days prior to the event.

**Floor Plan:** To assure that setup needs are met in a timely manner, rental applicants are required to provide a detailed floor plan to the front desk personnel at least one (1) week prior to the rental. City personnel are responsible for setting up the necessary tables and chairs for the event according to the floor plan. If the floor plan is not received prior to the event, the City personnel will setup the room according to the estimated attendance indicated on the rental agreement.

**Alcoholic Beverages:** Alcohol may be served to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the State of Georgia as long as the rental applicant abides by the following rules: 1) A closed function event serving alcohol required by law, with no exceptions, a permit from the City of Kennesaw. 2) An Alcohol Permit Application must be submitted at least 21 days in advance to be approved. City personnel will assist the rental applicant in obtaining this permit. The permit specifies the hours in which the closed function is permitted to occur, and must be posted in a conspicuous location during the event. 3) A written guest list must be provided to the front desk 48 hours before the function.

4) If alcohol is being served, a City of Kennesaw police officer must be present from the time guests begin arriving to the end of the event. City personnel will assist with the scheduling the police officer. The rental applicant is required to pay the police officer directly at the event at a rate of \$35 per hour (cash only). Questions may be addressed to Captain Kimberlee Brophy at (770) 422-2505. 5) The rental applicant will take responsibility for and hold the City of Kennesaw harmless from all liabilities arising from the serving and consumption of alcoholic beverages.

**Caterers:** Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, decor or other items may be left behind or stored on the property after an event unless prior arrangements have been made with the Parks & Recreation Director. The City of Kennesaw is not responsible for any lost or stolen equipment.

**Parking:** Ample parking is available in the Ben Robertson Community Center parking lot on a first come, first serve basis. Parking permits are not required. City personnel do not direct traffic/parking.

**Handicapped Access:** All rental facilities at the Ben Robertson Community Center are accessible by wheelchair. Handicapped parking is available on the side and front of the building.

**A/V Equipment:** A TV/DVD/VCR player, podium/lectern, and portable tripod projector screen may be borrowed on a first come, first serve basis for use by rental applicants. It is advisable to have a technical expert in attendance at events utilizing borrowed A/V equipment.

**Minors:** Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten minors present during the event.

**Personal Property:** The City of Kennesaw is not responsible for any valuables or personal property left on the premises.

**Facility Appearance:** The City of Kennesaw cannot guarantee that the rented space will have the same appearance as when originally viewed.

**Decorations:** No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures.

**Confetti:** Thrown rice, birdseed, glitter, and all types of confetti are prohibited inside the Ben Robertson Community Center.

**Candles:** All candles must be contained in a glass container taller than the top of the candle flame.

**Smoking:** Smoking is prohibited inside the Ben Robertson Community Center.

**Animals:** Animals are not permitted inside the Ben Robertson Community Center without prior approval of the Parks & Recreation Director.

### Required Signature

I have read all of the rental policy information and agree to comply with my signature below. I understand that my security deposit may be forfeited or I may be billed for any additional expense should any of the aforementioned requirements be ignored or abused, or if any damages are a result of the actions of my rental.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Kennesaw reserves the right to refuse application for good cause or to revoke the rental applicant's permit privileges. If this occurs, we will attempt to notify you as soon as possible.